

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
March 20, 2018

4:30 p.m.

Classified Conference Center
2336 Plaza del Amo, Torrance

AGENDA

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF MINUTES – Regular Meeting of February 20, 2018
- IV. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- V. NEW BUSINESS
 - A. Approval of Eligibility Lists –
 - Adult Education Instructional Assistant
 - Child Development Program Assistant-Tier II
 - High School Site Supervisor
 - Paraeducator-Tier I/Tier II
 - Senior Office Assistant
 - Staff Assistant
 - B. Approval of New Job Description – Paraeducator-Health Care
 - C. Approval of Differential Salary Rate – Paraeducator-Tier I/Tier II
 - D. Approval of Advanced Step Placement – Director-Nutrition Services
- VI. INFORMATION ITEMS
 - Job Announcements:
 - Adult Education Specialist
 - Budget Specialist
 - Campus Security
 - Child Development Program Assistant-Tier II
 - Material Support Specialist
 - Nutrition Services Assistant I
 - Next Regular Commission Meetings (2018) –

April 17, 2018,	4:30 p.m. – Classified Conference Center
May 15, 2018,	4:30 p.m. – Classified Conference Center
June 19, 2018,	4:30 p.m. – Classified Conference Center
July 17, 2018,	4:30 p.m. – Classified Conference Center
August 21, 2018,	4:30 p.m. – Classified Conference Center
September 18, 2018,	4:30 p.m. – Classified Conference Center
October 16, 2018,	4:30 p.m. – Classified Conference Center
November 6, 2018,	4:30 p.m. – Classified Conference Center
December 4, 2018,	4:30 p.m. – Classified Conference Center
- VII. COMMENTS FROM STAFF
- VIII. COMMENTS FROM PERSONNEL COMMISSIONERS
- IX. COMMENTS FROM THOSE IN ATTENDANCE #2
- X. ADJOURNMENT

**Minutes of the Regular Meeting of the Personnel Commission
February 20, 2018**

CALL TO ORDER

The meeting was called to order by Commissioner Furey at 4:30 p.m.

PRESENT

Personnel Commissioners:

Terry K. Furey, Chair
Gary Kuwahara, CPA, Vice-Chair
Anil S. Muhammed, Ed.D., Member

Marion Schugt, Director-Personnel Commission

**PLACE AND DATE
OF MEETING**

Torrance Unified School District, Classified Conference Center,
2336 Plaza del Amo, Torrance, February 20, 2018.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Muhammed.

**APPROVAL OF MINUTES – Regular
Meeting of January 16, 2018**

Commissioner Kuwahara moved, seconded by Commissioner Muhammed, that the Minutes of the Regular Meeting of January 16, 2018, be approved. Motion carried 3/0.

**APPROVAL OF ELIGIBILITY LIST –
Adult Education Instructional Assistant-
Computer Science, Educational Assistant-
Special Education-ASSISTT, Job Coach,
Language Assessment Proctor-Tier II
(Farsi), Licensed Vocational Nurse,
Nutrition Services Assistant II, Nutrition
Services Satellite Operator II, Office
Assistant, Paraeducator-Tier I/Tier II, Pool
Maintenance Technician, School Bus Driver**

Commissioner Muhammed moved, seconded by Commissioner Kuwahara, that the eligibility lists of Adult Education Instructional Assistant-Computer Science, Educational Assistant-Special Education-ASSISTT, Job Coach, Language Assessment Proctor-Tier II (Farsi), Licensed Vocational Nurse, Nutrition Services Assistant II, Nutrition Services Satellite Operator II, Office Assistant, Paraeducator-Tier I/Tier II, Pool Maintenance Technician, School Bus Driver, be approved. Motion carried 3/0.

INFORMATION ITEMS

Next Regular Commission Meeting (2018) –

March 20, 2018,	4:30 p.m. – Classified Conference Center
April 17, 2018,	4:30 p.m. – Classified Conference Center
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December 4, 2018,	4:30 p.m. – Classified Conference Center

ADJOURNMENT

Meeting adjourned at 4:33 p.m.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

March 14, 2018

TO: PERSONNEL COMMISSIONERS
Terry Furey, Chair
Gary Kuwahara, CPA , Vice-Chair
Anil Muhammed, Ed.D., Member

FROM: DIRECTOR-PERSONNEL COMMISSION
MARION SCHUGT

SUBJECT: APPROVAL OF NEW JOB DESCRIPTION – Paraeducator-Health Care

BACKGROUND

The attached memo from Dr. Elaine Semple, Director-Special Education, encompasses a request to create a new classified job description of Paraeducator-Health Care.

In analyzing the scope of work, functions of the job and level of responsibilities, Personnel Commission staff has determined that it is appropriate to establish a new classification of Paraeducator-Health Care, which best reflects the required knowledge, skills, abilities and responsibilities needed to perform the essential functions of the job.

The basic function of the position will be to perform medical treatments and procedures necessary in providing specialized physical health care services and instruction to pupils in an assigned special education program under the general supervision of a certificated administrator and the technical supervision of the District Nurse.

DIRECTOR RECOMMENDATION

It is recommended that the new job description of Paraeducator-Health Care be approved with a salary recommendation on the Classified Salary Schedule-Bargaining Unit CSEA 845 at Range A19, \$3604-\$4380 per month.



para - ed classification

1 message

Elaine Semple <semple.elaine@tUSD.org>
To: Marion Schugt <schugt.marion@tUSD.org>

Wed, Mar 14, 2018 at 3:21 PM

Marion,
the list was provided to us from LACOE for the Regionalized programs. Several of the para - educators on the list who are necessary for the students and program have specialized skills that are not included in the current T2 job description and require training. Most importantly, we have many para's who as part of their assignment do G-tube feeding and catheterizations. We have met with Jon and the nurse and, while training is required, these procedures do not require medical personnel.

--

Elaine Semple, PhD BCBA
Director of Special Education
Torrance Unified School District
310-972-6101

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TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PARAEDUCATOR- HEALTH CARE

BASIC FUNCTION:

Under the general supervision of a certificated administrator and technical supervision of the District Nurse, perform medical treatments and procedures necessary in providing specialized physical health care services and instruction to pupils in an assigned special education program.

REPRESENTATIVE DUTIES:

Work cooperatively with others in providing specialized physical health care services and performing standardized procedures in compliance with legal requirements, rules and regulations. *E*

May perform one or more of the following procedures as they pertain to the individual pupil after receiving appropriate training: suctioning, when needed to clear air passages, including care of suction machine and attachments, tracheotomy tube and skin around incision. *E*

Tube replacement; gastrostomy tube feeding, including care of gastrostomy tube, equipment and skin around incision. *E*

Catheterization and care of supplies and equipment; colostomy, ileostomy care, and care of supplies, adjuncts and equipment; oxygen administration and proper use and care of equipment, including monitoring of flow control oxygen level. *E*

Administer first aid and emergency care as needed, including cardiopulmonary resuscitation or other life-sustaining efforts until paramedics or other medical assistance is available. *E*

With assistance and under supervision, assist pupils with taking medication. *E*

Assist school nurse in updating and maintaining medical records and daily documentation of specialized physical health care services and procedures; initiate and complete reports and records, such as accident and incident reports. *E*

Assist a certificated teacher in providing instruction to students in an assigned special education program or other related special education assignments. *E*

Reinforce instruction to students with learning disabilities and language, communication and behavioral problems; confer with teachers concerning programs and materials to meet the individual needs of special education students. *E*

Prepare instructional materials as directed by the teacher; create or modify materials to assist the learning process; administer assigned testing instruments to assist in implementing Individual Education Plans (IEPs); score a variety of tests; maintain a clean and orderly learning environment. *E*

Provide support to the teacher by setting up work areas, displays, exhibits and bulletin boards; operate audio-visual equipment and educational training equipment; distribute and collect paper and supplies. *E*

Confer on a regular basis with teacher in regard to planning and scheduling activities, instructional goals and objectives, pupil progress, and pertinent health or behavior problems. *E*

Observe and control behavior of students according to approved procedures; report progress and problems regarding student performance and behavior to the teacher. *E*

Direct group activities of students as assigned; monitor students while the teacher is out of the classroom. *E*

Guide and provide an example for pupils in various areas such as academic learning, vocational skills, social and leisure skills, physical development and fitness, and personal hygiene. *E*

Assist in maintaining student IEP files and records; maintain confidentiality of pupil records in accordance with legal requirements and policies. *E*

Assist lifting of pupils in and out of wheelchairs, braces and other orthopedic equipment. *E*

Assist students with special and daily activities such as using restroom facilities or participating in other athletic activities. *E*

Ride with pupils on the bus; accompany or assist pupils to and from school bus or other transportation and in moving to and from activities on school site or campus. *E*

Participate in staff meetings and in-service training programs as assigned. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper health care techniques, including catheterization, tracheostomy care, tube replacement, gastrostomy tube feeding, colostomy and ileostomy care, and care of adjuncts and equipment.

Oxygen administration and proper use and care of equipment, including monitoring of flow control oxygen level.

Clean and sterile treatment techniques.

First aid procedures and techniques.

Cardiopulmonary resuscitation techniques.

Elementary concepts of child development and behavior.

Community emergency medical resources.

Personal hygiene practices.

English grammar and vocabulary.

Principles of implementing diversity in the workplace.

ABILITY TO:

Learn how to operate one or more pieces of special medical equipment in the care of suction machine and attachments, catheterization and oxygen equipment etc.

Perform basic cardiopulmonary resuscitation.

Safely and skillfully perform the specialized health care services as directed or required.

Recognize and effectively respond to emergency and/or hazardous conditions.

Establish positive communication with pupils, and motivate them to participate in learning activities.

Maintain patience and tact in working with children with special physical/emotional needs.

Recognize the need to provide for personal privacy and dignity of the pupil.

Maintain emotional control under difficult situations and effectively react to emergencies.

Establish and maintain an effective working relationship with pupils and staff.

Assist in the instruction of reading, writing and mathematics.

Learn and adapt to new procedures and conditions, and learn to tutor pupils in any subject matter or to work with pupils who have special learning needs.

Assist with maintaining forms, accurate daily written documentation of specific services performed.

Learn laws, rules, practices, and procedures related to public education for pupils and related to the program to which assigned.

Perform routine clerical work such as typing, sorting, measuring, cutting, filing, and copying materials.

Operate a personal computer.

Model communication and interaction that respects and includes all individuals and their languages, abilities, religions and cultures.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent; one (1) year of experience working with children in an organized setting and one (1) year of experience providing related health care services.

LICENSES AND OTHER REQUIREMENTS:

Possession of valid first aid qualification comparable to the Standard Red Cross First Aid Certificate and valid CPR card or other valid procedure for resuscitation of an injured person within six (6) months of employment. Certified Nursing Assistant (CNA) certificate is desirable.

WORKING CONDITIONS:

ENVIRONMENT: Classroom environment

PHYSICAL ABILITIES:

Seeing to monitor student behavior during classroom activities, hearing and speaking to exchange information related to classroom assignments, bending at the waist, kneeling, and standing for extended periods of time, bending, pushing, moving, and moving objects weighing up to 50 pounds, and dexterity of hands and fingers to operate audio-visual and other equipment.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

March 12, 2018

TO: PERSONNEL COMMISSIONERS
Terry Furey, Chair
Gary Kuwahara, CPA , Vice-Chair
Anil Muhammed, Ed.D., Member

FROM: DIRECTOR-PERSONNEL COMMISSION
MARION SCHUGT

SUBJECT: APPROVAL OF DIFFERENTIAL SALARY RATE – Paraeducator-Tier I/Tier II

BACKGROUND

The Personnel Commission received a request from the Board of Education to designate a position in the Paraeducator-Tier I/Tier II classification as requiring a special skill.

Based upon a review of the information provided by the District, it was determined that the stipulations to designate the position as requiring a special skill have been met. Braille is a system of raised dots that can be read with fingers by people who are blind or have low vision. Braille is a code that provides an effective means of communication and an avenue for achieving and enhancing literacy for people who are blind or have significant vision loss.

Per Personnel Commission Rule 3.2.10.1, the Commission shall then have the right to designate a differential salary rate to compensate incumbents in such special positions for their special skills.

In order to identify the appropriate differential rate, a salary survey was conducted for corresponding positions which included benchmark districts and additional districts of a similar size within the geographical area. The study also included a review of other classifications' salary rates to prevent internal misalignment.

DIRECTOR RECOMMENDATION

It is recommended that a differential salary rate of seven and a half percent (7.5%) for positions within the Paraeducator-Tier I/Tier II classification that requires the special skill of communicating in Braille, be approved.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

March 12, 2018

TO: PERSONNEL COMMISSIONERS
Terry Furey, Chair
Gary Kuwahara, CPA , Vice-Chair
Anil Muhammed, Ed.D., Member

FROM: DIRECTOR-PERSONNEL COMMISSION
MARION SCHUGT

SUBJECT: ADVANCED SALARY PLACEMENT – Director-Nutrition Services

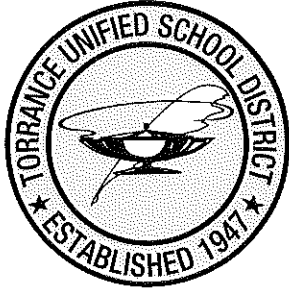
BACKGROUND:

Attached is memorandum from Dr. Tim Stowe, Deputy Superintendent-Administrative Services, requesting advanced salary placement for the new Director-Nutrition Services, Marc Milton. In accordance with Personnel Commission Rule 17.2.1, Dr. Stowe is requesting that the new Director-Nutrition Services be granted advanced step placement at Step 2, Range M5, on the Classified Management Employees Salary Schedule.

The request is based on years of valuable school district experience in the area of nutrition services administration. There have been previous instances in which the Personnel Commission approved advanced salary placement. In each of these circumstances, the prospective employees qualified in at least one or more of the following categories: (1) extensive school district experience; (2) District salary reflected a decrease for the valued applicant; and/or (3) extreme difficulty in recruitment for the particular position.

DIRECTOR RECOMMENDATION:

Approve advanced step placement, as requested by Dr. Tim Stowe, Deputy Superintendent-Administrative Services for Marc Milton to Step 2, Range M5, on the Classified Management Employees Salary Schedule for the position of Director-Nutrition Services, effective as of the date of hire.



TORRANCE UNIFIED SCHOOL DISTRICT

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BOARD OF EDUCATION
MARTHA DEUTSCH
DON LEE
TERRY RAGINS
MARK STEFFEN
MICHAEL WERMERS

**SUPERINTENDENT
OF SCHOOLS**
GEORGE W. MANNON, Ed.D.

February 20, 2018

TO: Marion Schugt
Director – Personnel Commission

FROM: Tim Stowe, Ed.D.
Deputy Superintendent – Administrative Services 

RE: Advanced Step Placement for Marc Milton, Director – Nutrition Services

Please consider Mr. Marc Milton for advanced step placement to Step 2 on the Classified Management Salary Schedule. At the time of his hire, I discussed with him that I needed time to review and assess what step would be appropriate for his placement. It took some time to review and I have been able to now make a recommendation. Based on his years of experience serving as Director I am recommending Mr. Marc Milton be placed at Step 2 effective his date of hire.

Should you have any questions or concerns, please do not hesitate to contact me.